

RMS

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CIA-RDP70-00211R000200170095-6

REPORTS -1
(July - Dec 1958)

~~CONFIDENTIAL~~

Chief, Management Staff

4 December 1958

Chief, Records Management Staff

Weekly Report for Week Ending 3 December 1958

1. Contributions

a. Visible

- (1) The Records Center received 213 cu. ft. of inactive records from seven offices, and disposed of 53 cu. ft.
- (2) Completed six revised forms.
- (3) Supply Division accepted our recommendation to discontinue two semi-annual machine runs on stocked and nonstocked forms, and a copy of a quarterly run. Thirteen copies covering 2,000 line items were eliminated.

b. Intangible

- (1) To encourage the cut-off of 1958 administrative files and the establishment of those for 1959, we are furnishing Area Records Officers with sets of labeled folders and guides. The sets are made up by the Office of Personnel Interim Assignment Section. OPA has received 70 sets.

2. Assignments - Active

a. Forms

25X1C4a

- (1) Eleven new and 21 revised forms are in process.

- (2) Printing Services Division Survey.

- (3) Reduction in [redacted] Requirements for forms.

- (4) Revision of Travel Order. Received approval of revision from DD/I; awaiting comments from DD/P.

- (5) Teletype Dissemination Information Reports and Systems.

25X1C4a

- (6) Revision of [redacted] Form.

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(7) Improved Management of Standardized Stocked Forms.
See paragraph 1a(3).

b. Shelf Filing

- (1) Office of Personnel.
- (2) DR/OCR.
- (3) Acquisition Branch Library/OCR.
- (4) Map Library Division/OCR.
- (5) Office of General Counsel.

25X1A6a (6) [REDACTED] /Contract Division. Tentative plan presented to Executive Officer, Contract Division, Logistical support and funding problems referred to the Office of Logistics and Comptroller, respectively.

c. Filing Systems

- (1) Office of Personnel Subject-Numeric Files.
- (2) [REDACTED]
- (3) Office of Communications/ [REDACTED] ✓ 25X1A6a
- (4) Office of Personnel/Contract Personnel Division. Our proposal for specialized card filing equipment accepted; awaiting Security approval of securing the area.

d. Audit and Revision of Records Control Schedules.

- (1) Medical Staff.
- (2) Office of Central Reference.

e. Special Projects

- (1) Security Staff (New Building). Project 90% complete. Improvements in equipment and procedures have reduced the processing time for badge construction workers to less than two minutes.
- (2) Headquarters File Cleanup Campaign. ✓
- (3) Records Management Training. We are auditing the filing course given by the Interim Assignment Section.

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f. Vital Records

- (1) By depositing copies of the Intelligence Priority Committee Target Lists, the OSM Collection Staff corrected a deficiency revealed during the last

25X1A2g [REDACTED]

g. Assignments - Inactive

- a. OSM-Subject-Numeric Files Installations.
- b. Logistics Security Staff Card Index.
- c. Machine Records Division Files Survey.

h. News

- a. Assistant Records Officers for OSM and ORS are receiving orientation from this Staff.
- b. Seven of our people attended the last OSM Management Conference.
- c. The contribution reported in paragraph 1a(3) is further evidence of the "management improvement climate" in the Supply Division, and is just one of the many improvements that are coming out of Mr. [REDACTED] : discussions with the supply management people.

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25X1A9a

Distribution:

Orig - Addressee

1 - Mr. [REDACTED]

1 - Mr. [REDACTED]

1 - Mr. [REDACTED]

1 - Mis [REDACTED]

1 - Mr. [REDACTED]

1 - Mr. [REDACTED]

1 - RMS (July-Dec 1958 - Yellow copy)

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Mgt/S/RMS/ [REDACTED] :fjm (4 Dec 1958)

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